



**NEW HAMPSHIRE PARI-MUTUEL COMMISSION**  
**78 REGIONAL DRIVE, SUITE 3 CONCORD, NH 03301**  
**TELEPHONE: (603) 271-2158 FAX: (603) 271-3381 <http://www.racing.nh.gov>**

**REQUIRED DOCUMENTATION**  
**for Games of Chance Facility Licensure**

Please submit the required documentation with original application for Games of Chance Facility License, Pursuant to *RSA 287-D*.

1. ***Complete the enclosed Application for a Games of Chance Facility License.*** Please complete the application in its entirety. Please be sure the application is complete and notarized.
2. ***License Fee.*** Please submit a payment of \$250. Make check payable to NH Pari-Mutuel Commission, 78 Regional Drive, Suite 3, Concord, NH 03301. Please note Games of Chance Facility Licenses expire June 30 of each year.
3. ***Copy of Rental or Lease Agreements.*** Please submit copies of all rental or lease agreements in effect with licensed charitable organizations.
4. ***Property Owner Permission Form.*** If the building in which you are renting or leasing is not owned by you, it is suggested that you work with the renting or leasing charities to ensure a Property Owner Permission Form is completed by the owner of the building.
5. ***Criminal Record Release Authorization Form.*** The applicant and all owners, partners, officers, directors, stock holders, employees, board members, consultants, solicitors or any other person or entity related to games of chance with a direct or indirect financial interest in the facility shall submit a notarized Criminal Record Release Authorization Form.

Please be reminded of the following:

Pari 1215.07 Games of Chance Facility Rentals.

(b) The games of chance facility shall provide, as part of the hall rental fee, the following items and services to the charitable organization:

- (1) Hall space;
- (2) Tables and chairs sufficient for the conduct of the games of chance;
- (3) Heat, lights and restroom facilities sufficient for the seating capacity of the hall;
- (4) Snow removal; and
- (5) Trash removal and overall janitorial services sufficient to return the hall to a condition clean and proper for conducting business.

(c) No third party charges shall be assessed to any charitable organization for services set forth in (b)(1) through (b)(5) above. Participation in and charges for activities such as advertising, free offer of coffee and donuts to customers, security protection for the charitable organization itself, not security for the facility or parking area, consulting or management services, shall be at the discretion of the charitable organization. Failure to participate in these activities shall not constitute grounds for expulsion from the facility.

Please contact Billie Jean Arseneault at 271-2158 ext. 326 with any questions.